



DUTY STATEMENT

Classification: Information Technology Specialist I		Position Number:
Division/Office/Section: AFITS/IT Services/Software Development		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: TBD		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under the general supervision of the IT Supervisor II who manages the Software Development section, the incumbent acts as lead technical specialist on the larger, more complex custom software applications and databases, independently manages smaller application development projects, and mentors less experienced software developers, working within the standards and practices set forth by CalRecycle's senior technical staff and management.

The incumbent performs analysis, design, implementation, testing, deployment, maintenance, and documentation roles for complex software application development projects. The incumbent will utilize common office productivity applications and specialized software developer tools as part of their primary job function. The incumbent will be required to communicate technical ideas and concepts effectively verbally and in writing to other technical staff and management. The incumbent will act as senior developer and/or technical lead on larger projects and may act as a project manager for smaller application development projects.

The majority of duties for this position fall under the Software Engineering domain, with some work in the Project Management domain.

ESSENTIAL FUNCTIONS

- 45% Software Development Project Technical Lead.** Working with the assigned project manager, provide technical oversight of larger, more complex software development projects to ensure that technical solutions meet business needs. Perform the more complex design, implementation, testing, deployment, and troubleshooting tasks on the project team. This may include database design, code construction, code debugging, code refactoring, integration of existing code bases, and testing of code for functionality and adherence to business requirements and shop standards. Work with the Software Architect as needed to find innovative technical solutions to complex business problems and incorporate them into the department's application development framework where appropriate. Act as technical lead over less experienced team members performing the more routine coding tasks. Assist the project manager in developing documentation as needed throughout the project and maintaining the project website. Design and implement geospatial queries and services and provide geospatial end users support.
- 30% Project Manager/Developer.** For small projects and enhancements, act as both project manager and developer. Perform detailed business analysis; define data requirements; develop or modify database designs; develop mockups, prototypes, and other documentation to ensure client and project team understanding of requirements; perform coding and testing of project deliverables; coordinate builds and deployments; prepare documentation as needed for all project phases (e.g., project agreements, schedules, status reports, change control reports, test plans, etc.), communicate with clients and IT Services management on project status, and maintain project documentation on the CalRecycle intranet. Facilitate a process for correcting bugs and for requesting enhancements. Coordinate with IT management on proposing and scheduling enhancements, as resources are available.

- 15% Mentoring and Technical Assistance.** Along with supervisor and other senior staff in the section, provide mentoring and code review for developer staff in the section to ensure overall quality of work and compliance with shop standards and best practices for project development, coding, and user interface design.

MARGINAL FUNCTIONS

- 5% Other Duties.** Other duties as required including but not limited to: Provide basic technical assistance to program staff on web-related issues, CalRecycle-managed software applications, office productivity software, and hardware. Occasionally provide or participate in providing brief presentations on technical topics to IT staff. Develop documentation, prepare reports, studies, and issue papers.
- 5% Continuing Education.** Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION:

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
 - ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
 - ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
 - ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - ☐ **RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties:
 - ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
 - ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, etc.
 - ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
 - ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
 - ☐ **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties:
 - ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
 - ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
 - ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date